

The Teamsters Local 214 bargaining unit represents this position. Therefore, there may be contract language which could require consideration in the selection process.

MACOMB COUNTY CIRCUIT COURT

VACANT POSITION POSTING

CLASSIFICATION TITLE: Dictation Clerk

OPENING DATE: 01-31-06

CLOSING DATE: 02-13-06

DEPARTMENT: Friend of the Court

SALARY RANGE: \$29,323.31 to \$34,498.01

CURRENT HOURS AND STARTING TIME: Full-time (37.5 hours per week) position; the starting time for this position currently is 8:00 a.m.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Friend of the Court

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of an assigned supervisor, performs various transcription and clerical tasks: transcribes dictated material through the earphones of a transcribing machine; types memos, letters, forms and other correspondence; files, searches for and retrieves records and reports; sorts and distributes mail; provides telephone coverage, answering questions appropriate to skill level; operates standard office equipment such as typewriters, personal computers, word processors, mainframe terminals, dictaphones, facsimile machines, copiers, calculators, adding machines and microfiche equipment; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Provides telephone coverage, answering questions appropriate to skill level; relays messages to appropriate individuals or departments.
- Operates a typewriter, word processor and/or computer to transcribe letters, reports, or other recorded data through the earphones of a transcribing machine.
- Operates transcribing machine to listen to recorded data; depresses pedal to pause dictated tape.
- Types a variety of materials including memos, letters, forms, envelopes, cards, receipts, permits and other correspondence.
- Enters information on records and forms.

ESSENTIAL FUNCTIONS (continued):

- Assists others in determining needs and explains office regulations, policies and procedures and/or provides information.
- Bends, stoops and reaches in order to file, search for and retrieve records and documents.
- Lifts, moves and carries equipment and supplies that weigh up to 25 pounds.
- Makes duplicate copies of reports and/or information and routes to proper persons, departments and/or files.
- Receives, screens, sorts and/or counts materials such as applications, permits and forms.
- Separates, sorts and stuffs envelopes for mailing or distribution.
- Operates standard office equipment such as typewriters, personal computers, word processors, mainframe terminals, dictaphones, facsimiles machines, copiers, calculators, adding machines and microfiche equipment.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.
- A minimum of one (1) year of clerical experience.
- Previous clerical experience involving transcription is preferred.
- Ability to type from clear copy or rough draft at a net speed of at least 44 words per minute; and have a passing score for Job Family 2 on the General Clerical Test.
- Successful completion of the probationary period for the position of Dictation Clerk.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of office terminology, procedures and equipment.
- Ability to make mathematical computations rapidly and accurately.
- Ability to maintain clerical records and to prepare reports from such records.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to understand and follow written and oral directions.
- Ability to make decisions in accordance with laws, regulations and established policies and procedures.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER